



## OPEN RECORDS REQUEST FORM

To submit an Open Records Request, complete this form and submit it via U.S. mail, fax or deliver in person. You will be notified of the details pertaining to your request and any costs associated with it. As per Georgia law, Fayette County is allowed three (3) business days to respond to our request. Please retain a copy of this request for your files.

Request Submitted By:      U.S. Mail      Fax      In-Person

Date Requested: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Records Requested: Please provide as much specific detail as possible so that we can identify the information. Use additional sheets as necessary.

Please submit this form to: Carol Chandler, Fayette County Board of Commissioners,  
140 Stonewall Avenue, West, Suite 100, Fayetteville, GA 30214. Phone 770-305-5105;  
Fax 770-719-5501; Email: [cchandler@fayettecountyga.gov](mailto:cchandler@fayettecountyga.gov)